

MEMORANDUM FOR RECORD

SUBJECT: Project Delivery Team Meeting - Roseau, Minnesota
Feasibility Study, Roseau River

1. On Friday, April 9, 2004 beginning at 10:00 am the subject coordination meeting was conducted in the Executive Conference Room of the District Office. Thirteen persons attended this meeting in attendance. Participants at this meeting included City Officials, Roseau River Watershed District, and the Corps Study Team. A sign-in roster listing the meeting participants is attached as enclosure 1.
2. The focus of this working meeting was to discuss ongoing delivery team efforts associated with the Roseau Feasibility Study and continue integration of City and Watershed District efforts. An agenda of the general items of discussion for this meeting is attached as enclosure 2. A copy of the 23 February Meeting Memo for the Record was also provided as a handout at the meeting.
3. Noteworthy items coordinated and discussed during the meeting included:
 - A meeting between Federal and State officials to discuss the extent of ongoing coordination that is occurring regarding various FEMA projects was briefly discussed and summarized. The key findings of FEMA associated with this meeting was that there is good coordination that is occurring among all levels of Government to be sure that short-term and long-term flood reduction projects are being effectively designed and implemented.
 - The County Road 120 road raise project is ready for construction and is still on schedule to be accomplished in 2004.
 - Plans for a City Center in the general area of the existing library are in the final stages of design and funding for this project is being sought.
 - City and Watershed District representatives provided a short update and answered questions regarding their ongoing formulations of a West Interceptor project. There are some permit issues that are now being addressed which have the potential of causing delays in this project.
 - The City, through Barr Engineering efforts, is now developing concept plans for interior flood control (piping and ponding requirements) for the east side neighborhoods.
 - An update was provided on the ponding area and pump station design work that is being done for the City by Barr Engineering near the downtown area on the west side of the river. This work is being fully coordinated with the Corps design team and it appears that the Barr design has conservatively meet the Corps

standards for factors of safety in the setback and slopes for the levee features of this project.

- The State DNR is finalizing the 100-year discharge graphs. Soon, the results of this H&H work will need to be coordinated with the H&H Advisory Group (Corps, DNR, NRCS, and USGS reps) to insure interagency acceptance.
- Geotech has now completed preliminary site investigations and stability is being run. Additional borings and evaluations will be needed later this summer or fall in the study process. However, as a result of the Geotech efforts to-date, it has been determined that we can use 1:5 slopes for the initial screenings on diversion channel designs and 1:3 slopes for the initial screenings for levee designs
- An update on the USFWS coordination act report progress was provided. This effort is on schedule and will be further coordinated with USFWS and MDNR reps in the near future.
- There was considerable discussion about the upcoming interagency scoping and public open house meetings to be held in Roseau on 29 April in the County Office Building. A newsletter was widely distributed to invite public and interagency participation at the meeting. Prior to this meeting a media notice of the meeting will be needed. A more general graphic showing the alternatives being considered in this study is needed for presentation at this meeting. It needs to reflect clearly the fact that no decisions have been made on the plan formulation and that any associated alignments are yet unknown. Participants at this meeting will include Todd Peterson from the City, Rob Sando from the Watershed District, Ed Fick from the MDNR, and the following Corps PDT members (Kevin Bluhm, Scott Goodfellow, Dick Beatty, John Fisher, and Ed McNally). Additional details regarding the logistics of this trip will be coordinated in the near future.
- There was some discussion about the upcoming Feasibility Scoping Meeting (which is a required Corps milestone meeting) that will brief the Corps Headquarters and Division representatives and will also involve the City and State. A Feasibility Scoping Meeting (FSM) Information Packet that is used to pre-brief the participant of the FSM was submitted last week to Corps Higher Authority for their pre-meeting review. The actual meeting will be a conference call and will be held at 1:30pm on 22 April. Participants at the meeting will include Todd Peterson, Ed Fick, Ed McNally, Rick Carlson, Dick Beatty, and Jeff Stanek. Other PDT members may be asked to sit in on the conference call meeting once the FSM packet is reviewed by Corps Higher Authority.
- A breakout session including the City and PDT design reps held a breakout session to coordinate the status of evaluations done to define setback requirements for an intown levee system. In addition, the City provided valuable inputs about sensitive areas along the potential levee alignments (i.e., areas that are important local structures that should be avoided if at all possible in future design alignments).
- Two videos of the Roseau 2002 flood were viewed at a breakout session following the PDT meeting.

4. This Delivery Team meeting was well attended and constructive. It was determined that our next team meeting would be scheduled in about 5 to 6 weeks.

Ed McNally
Project Manager

Enclosures 3
Sign-in Roster
Meeting Agenda

CF: All Meeting Participants (via email)

Subject: Project Delivery Team Meeting - 9 April 2004 in Exec. Conf. Room of District Office
RE: Roseau, Minnesota - Flood Control Feasibility Study

Sign-In Roster

	<u>Name</u>	<u>Organization</u>	<u>Email and/or Telephone</u>
1.	Ed McNally	COE	651-290-5387
2.	Ken Beck	COE	651-290-5394
3.	Jeff Stanek	COE	651-290-5731
4.	Shannon Bauer	COE	651-290-5108
5.	Gary Wolf	COE	651-290-5288
6.	Dick Beatty	COE	5273
7.	Rick Carlson	COE	651-290-5259
8.	Scott Goodfellow	COE	651-290-5635
9.	Brad Johnson	COE	(651) 290-5250
10.	Todd Peterson	CITY OF ROSEAU	(218) 463-5003
11.	Ed Fick	MNDNR	(651) 215-1954
12.	Farrell Erickson	RRWD	218 528 3790
13.	Rob Sanda	RRWD	218-463-0313
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ENCLOSURE 2

Subject: Delivery Team Meeting on 9 April - in Exec. Conf. Rm. District Office
RE: Roseau Flood Control Feasibility Study

A G E N D A

10:00 am START

Introductions and Welcome +++ Please sign the meeting attendance sheet +++

Overview Regarding Ongoing Flood Recovery and Mitigation Activities

- *FEMA interagency Meeting Outcomes*
- *Progress on the West Intercept, New City Hall, Co. Highway road raise, and ponds & pump stations*
- *Other?*

PDT Deliverables

- *Pre-FSM Packet Prepared and Submitted – FSM set for 22 April -- Tentatively*
- *Status of H&H models and coordination with coordinate with Advisory Committee*
- *Newsletter and Website status*
- *Preparations for the Upcoming 29 April interagency and public workshop*
- *Status of Design team needs levee height analysis*
- *Preparation for conducting the Feasibility Scoping Meeting*
- *Breakouts*
 - *Viewing of flood VCR's*
 - *Other?*

Open for Questions & Answers

Summarize Meeting do-outs and define any breakouts needed

11:15 pm ADJOURN PDT Meeting

11:30am Breakouts Session/s